

EVIDENCE CONTROL ASSISTANT

DEFINITION

To provide a variety of assistance in the property and evidence room in the Police Department; to receive, process, store, safeguard, deliver, release and dispose of police property, evidence and supplies; maintain an inventory of evidence and property submitted to the department; to ensure safe and careful handling of evidence; and perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Evidence Control Assistant series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unique situations arise. This class is distinguished from the Senior Evidence Control Assistant in that the latter performs advanced journey level work and/or provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Crime Lab Manager

Receives technical and functional guidance from the Senior Evidence Control Assistant

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Receive, log, inventory and package all property and evidence in an appropriate manner to maintain its chain of custody; establish and maintain files, logs, reports and documents including data entry and maintaining accurate evidence tracking data base.

Testify in court on the chain of custody of evidence.

Release and issue property and evidence to victims and suspects according to guidelines, court orders and court dispositions.

Make arrangements for and participates in the process of the destruction of narcotics and firearms according to state and federal laws.

Prepare and submit evidence for analysis to other agencies; maintain record of transaction.

Operate photographic equipment for various purposes.

Handle and ensure the proper storage and preservation of a variety of materials, including hazardous items such as firearms, drugs, body fluids and chemicals.

Operate motor vehicle to transport property and evidence; identify property eligible to be sold at police auctions and -makes logistical arrangements for police auctions.

Maintain inventory of and orders office supplies and specialized property and evidence supplies

Prepare and maintain a variety of reports and forms, which may require the use of arithmetic calculations.

Receive and screen visitors and telephone calls; take messages.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other duties related to this position.

MINIMUM QUALIFICATIONS

Knowledge of:

Policies, procedures, laws, rules and regulations regarding the chain of custody of

Custody of property and evidence.

Storage and inventory methods and procedures

Office management practices and procedures, including filing and the operation of standard office equipment

Proper and safe handling and storage of various kinds of hazardous materials

Ability to:

Reading and interpreting laws, rules, regulations, court orders and court dispositions

Using initiative and sound independent judgment within established guidelines

Organizing, prioritizing and coordinating work activities

Communicate effectively and dealing tactfully with law enforcement officers, victims, suspects and others contacted in the course of the work.

Maintain accurate records and files.

Handling hazardous materials safely.

Operating photographic equipment.

Operate computer equipment and software applications related to assignment.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible clerical, office assistant or storekeeping experience which involved the receipt, storage and issue of materials.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift 50 lbs of weight.

WORKING ENVIRONMENT

Primary work is performed in a warehouse environment with fluorescent lighting and moderate to high noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices and storage areas. Occasional exposure to hazardous items such as firearms, drugs, body fluids, and chemical while performing duties related to the storage and preservation of evidence. Work is frequently disrupted by the need to respond to in-person and telephone inquiries